



SUPERIOR COURT OF THE DISTRICT OF COLUMBIA
CIVIL DIVISION
SMALL CLAIMS AND CONCILIATION BRANCH
BLDG. B, 409 E STREET, NW. ROOM 120 (Police Memorial Entrance)
WASHINGTON, D.C. 20001 TELEPHONE 879-1120

Plaintiff

Address

Zip Code

vs.

(1) _____

(2) _____

(3) _____
Defendant

Phone No. _____ No. SC _____

☐ Collection Case

STATEMENT OF CLAIM

DISTRICT OF COLUMBIA, ss: _____ being first duly sworn on oath says
the foregoing is a just and true statement of the amount owing by the defendant to plaintiff, exclusive of all set-offs
and just grounds of defense.

Attorney for Plaintiff

Plaintiff (or agent)

Address

Zip Code

Bar No. _____

Phone No. _____

Subscribed and sworn to me this date: June 9, 2004

Deputy Clerk (or notary public)

NOTICE
All parties must notify the court of any address changes.

To:

(1) _____ (2) _____
Defendant *Defendant*

Home Address

Zip Code

☐

Home Address

Zip Code

☐

Business Address

Zip Code

☐

Business Address

☐

You are hereby notified that _____
_____ has made a claim and is requesting judgment
against you in the sum of _____ dollars (\$ _____),
as shown by the foregoing statement. The court will hold a trial upon this claim on _____
At 9:00 a.m. in the Small Claims and Conciliation Courtroom, Bldg. B, 409 E Street, N.W. (Police Memorial Entrance)

SEE REVERSE SIDE FOR COMPLETE INSTRUCTIONS
BRING THIS NOTICE WITH YOU AT ALL TIMES

Deputy Clerk
Small Claims and Conciliation Branch

INSTRUCTIONS TO DEFENDANT(S)

IMPORTANT: IF YOU FAIL TO APPEAR AT THE TIME STATED OR AT ANY OTHER TIME THE COURT NOTIFES YOU TO DO SO, A JUDGMENT BY DEFAULT MAY BE ENTERED AGAINST YOU FOR THE MONEY, DAMAGES OR OTHER RELIEF DEMANDED IN THE STATEMENT OF CLAIM. IF THIS OCCURS, YOUR WAGES OR BANK ACCOUNT MAY BE ATTACHED OR WITHHELD OR ANY PERSONAL PROPERTY OWNED BY YOU MAY BE TAKEN AND SOLD TO PAY THE JUDGMENT. **DO NOT FAIL TO APPEAR AT THE REQUIRED TIME.**

Before any case goes to trial in the Small Claims and Conciliation Branch a mediation is held. A trained mediator will meet with all parties to see if a settlement can be worked out. If all parties are present when your case is called, you and the plaintiff will be able to see a mediator and hopefully settle your dispute without having to go to trial.

You may come with or without a lawyer. The Statement of Claim indicates whether the plaintiff has a lawyer. If the plaintiff does have a lawyer and you wish to dispute the claim, it would be in your interest to have your own lawyer.

If you wish to have legal advice and feel that you cannot afford to pay a fee to a lawyer, you may contact one of the offices of the Neighborhood Legal Services (628-2700) OR THE D.C. Law Students in Court program (638-4798) for help or come to Building B, 409 E street, N.W., Room 120 (POLICE MEMORAIL ENTRANCE) for more information concerning places where you may ask for such help. **Act Promptly.**

If it is impossible for you to appear on the date of trial, attempt to contact the plaintiff to arrange a new date. If parties agree on a date, notify the clerk of the Small Claims Branch of this court in person or by phone of the new date. If parties cannot agree, you may contact the clerk who will inform you regarding procedures. If you do not appear on the new date, a judgment may be entered against you.

Whenever corresponding with the Small Claims clerk's office by mail, please include your case number and your date to appear in court.

You are given the following additional instructions in the even that you intend to appear without a lawyer.

If you have witnesses, books, receipts, or other writings bearing on this claim, you should bring them with you at the time of the hearing.

If you wish to have witnesses summoned, see the clerk at once for assistance.

If you admit the claim but desire additional time to pay, you must come to the hearing in person and state the circumstances to the Court.

PUEDE OBTENERSE COPIAS DE ESTE FORMULARIO EN ESPANOL EN EL TRIBUNAL SUPERIOR DEL DISTRITO DE COLUMBIA, BUILDING B, 409 E STREET, N.W., SALA 120. (POLICE MEMORIAL ENTRANCE.)

YOU MAY OBTAIN A COPY OF THIS FORM IN SPANISH AT THE SUPERIOR COURT OF THE DISTRICT OF COLUMBIA, BUILDING B, 409 E STREET, N.W., ROOM 120. (POLICE MEMORIAL ENTRANCE.)